AUTOMATED DISPATCHING WEB (ADW)
LOGGING AN ABSENCE

Follow this link: https://starcatholic.atrieveerp.com/ OR

Log into the Division’s website www.starcatholic.ab.ca scoll to the bottom of the page and under Staff Quicklinks, Atrieve ERP. Mark this website as a favorite for ease of access in the future. **Always use internet explorer as your browser.

The password for this area is your STAR network log-in (same log-in and password you use to log-in to your computer).

To change your password (highly recommended) press ctrl-alt-delete on a STAR Catholic computer and you will see an option to change your password.

If you do not know your log-in and password or you are having trouble logging into Atrieve ERP, please contact Susan Baudin susan.baudin@starcatholic.ab.ca
How to Log an Absence

Follow this link: https://starcatholic.atrieveerp.com/

Step 1 – Log Into the Web Portal

Step 2 – Locate the ‘My Info’ menu, choose the ‘Time & Attendance’ option and select ‘Absence Entry’
Step 3 – Complete the Absence Information Screen

1. Enter the reason you are away.
2. Select single day or range of dates.
3. Complete date details.

Select the reason you are absent

Choose the reason you are away:

Medical Appointment

Select the type of absence:

single day  range of days

Enter the date of your absence:

04-Apr-2019

Next

Click on ‘?’ HELP
Step 4 – Absences Schedule Details

Absence Entry: Absence Schedule Details

<table>
<thead>
<tr>
<th>Include</th>
<th>Date</th>
<th>Day</th>
<th>Position</th>
<th>Location</th>
<th>St.Time</th>
<th>En.Time</th>
<th>Location Times</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>02-May-2019</td>
<td>Thu</td>
<td>General Support Staff</td>
<td>Test Location</td>
<td>09:00</td>
<td>16:00</td>
<td></td>
</tr>
</tbody>
</table>

Add Schedule

This allows you to be able to add a new position or location to your schedule.

Note: Enter times using the 24 hour format, i.e. for 3:00 PM enter 15:00. Entering the colon character is not required.

Absences automatically default to a full day, but you are able to select the AM/PM buttons for morning or afternoon.
Step 5 – Replacement Details

This screen asks a series of questions regarding your replacement.

**Note:** If you indicate that you do not need a replacement, you will not be required to complete the rest of the questions.

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**Absence Entry: Replacement Details**

Select Yes or No to each of these questions and then click the Next button.

- **Do you require someone to replace you?**
  - Yes 🀄️
  - No ❌

- **Is he/she required to work the same schedule as you?**
  - Yes 🀄️
  - No ❌

- **Do you want to request employee(s) to replace you?**
  - Yes 🀄️
  - No ❌

Next
Step 6 – Replacement Request

This screen will only appear if you indicated you would like to request a replacement, you can select up to 3 replacements.

Additional replacements can be requested by clicking the binoculars beside the Requested Employee box. A pop-up will appear that will allow the employee to search for the name of the replacement he/she wishes to request.

Searching for the employee’s name will return a list of matches in the dropdown list. Selecting the correct name and clicking Accept will lock in the replacement request.
Step 7 – Replacement Instructions

Optional Message: Any time a replacement is required, you will have the opportunity to write a message to the replacement employee. It is important to enter this message without addressing specific employees, in case that employee cannot accept the dispatch.

If you have contacted the replacement already and they have accepted the job check off YES.
Step 8 – Leave Application Entry

This screen may appear differently for different types of absence reasons. Complete the details on this screen as indicated. If a field has been flagged as required, you will not be able to move to another screen until that field has been completed.

**GENERAL LEAVE SECTION**

- **Start Date:** 05-Apr-2019
- **End Date:** 05-Apr-2019
- **Absence Code:** Jury Duty
- **Status:** Requested

**Absence And Dispatch Status Info**
Not yet submitted.

**Details**

**Description of Leave Type:**
Please refer to your Employment Agreement section for details.

**Notes**

**Leave Details**: *required

To view your Employment Agreement click here
Step 9 – Summary Page

This page will summarize all of the selections you have made during your absence entry process. If you need to make a change, click on the back button of your browser to move to a previous screen. When you are ready, click **Submit Absence**.
Step 10 – Confirmation Receipt

A confirmation number is received when the absence is successfully submitted. The confirmation number becomes the Absence ID number.

![Absence Entry: Confirmation Receipt 900001726]

Submission Timestamp: 2017-Jun-29 16:03:29

You have successfully submitted your absence. Your confirmation number is: 900001726.

Please record the confirmation number or print out a copy of this receipt.
VIEWING/CHANGING (CANCELLING) YOUR ABSENCES:

Employee View of Submitted Absences/Leaves

Once submitted, employees are able to view the details of their leaves and absences. From the web portal, under the ‘My Info’ menu, select ‘Time & Attendance’, then the ‘View or Change’ option.

This will bring you to the Absence and Dispatch Listing screen.
You can view any absences, dispatches, long term leave requests and cancelled/denied leave requests.

To see the details of each entry, click on the ID number.

<table>
<thead>
<tr>
<th>ID No</th>
<th>Start Date</th>
<th>End Date</th>
<th>Absence Reason</th>
<th>Replacing Employee(s)</th>
<th>Absence Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>50860717</td>
<td>08-Jun-2017</td>
<td>08-Jun-2017</td>
<td>Vacation</td>
<td>No Replacement Required</td>
<td>1.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID No</th>
<th>Start Date</th>
<th>End Date</th>
<th>Extra Time Type</th>
<th>Absent Employee</th>
<th>Absence Units</th>
</tr>
</thead>
</table>

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<tr>
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<th>Absence Reason</th>
</tr>
</thead>
</table>

To view an absence click on the ID No.
This screen shows the replacement details, leave approval details (if using Leave Management Web) and also **gives the employee the ability to cancel the absences**, if this option is permitted.